



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEPR-P (715)

*26 June 2003*

MEMORANDUM FOR COMMANDERS/DIRECTORS, ALL USACE COMMANDS  
ATTN: DIRECTORS/CHIEFS OF CONTRACTING

SUBJECT: PARC Instruction Letter (PIL) 2003-12, AFARS Revision #006

1. The following AFARS Revision is issued to provide guidance on consistency in the submission of document packages to Headquarters, Department of the Army:

**AFARS 5101.290, Paragraph (a) is deleted and is replaced by the following AFARS 5101.290, Paragraph (a):**

(a) All documents relating to procurement matters that require review, coordination, and/or approval by Headquarters, Department of the Army must be sent through procurement channels and be endorsed in writing by the Head of the Contracting Activity, or on a delegable basis to the Principal Assistant Responsible for Contracting (PARC). The PARC may not further delegate this endorsement. Document packages submitted to Headquarters, Department of the Army will clearly show all reviews and coordination that the action has received at the PARC and lower levels, to include legal counsel review. This AFARS provision (5101.290, Paragraph (a)) may not be waived, either on an individual or a class basis.

2. I want to particularly emphasize the need for all reviews, including legal counsel review, at District and Division, to be accomplished prior to forwarding the documents to the Office of the PARC.

FOR THE COMMANDER:

*Bunnatine H. Greenhouse*  
BUNNATINE H. GREENHOUSE  
Principal Assistant Responsible  
for Contracting